BIRECTOR'S OFFICE

STATE OF HAVAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES HONOLULU, HAWAII

June 5, 1985

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DEPT OF TRANSPORTATION

MEMORANDUM 1985-14

TO:

Heads of Departments and Agencies

ATTENTION: Payroll/Personnel Officers

FROM:

Hideo Murakami, Comptroller

SUBJECT:

Treasury Deposit Receipt (SAForm B-13) for Payroll Clearance

Fund Deposits of Salary Overpayment Reimbursements

The purpose of this memorandum is to provide immediate instructions to departments and agencies on the preparation of the revised Treasury Deposit Receipt, SAForm B-13, for the specialized process of depositing payroll overpayments collected from State employees. This form has been revised effective 7/1/85, and the revised form is the only form that will be acceptable as of that date. Instructions on preparation and processing of the revised form will be covered in the Accounting Manual at a later date, but there is a necessity for providing these instructions more immediately in view of the required usage of the revised form as of 7/1/85.

Reimbursements of salary overpayments must be deposited into the 'Payroll Clearance Fund' by Central Payroll; however, the Treasury Deposit Receipt, SAForm B-13, must first be prepared by the department or agency concerned.

The department or agency keeps Copy #4 and sends the other three copies (#1, #2, and #3) to Central Payroll along with the funds for depositing, the SAForm D-70 'Notification for Payroll Adjustment", and (if applicable) the SAForm D-71 'Employer's Share of Contribution Adjustment Sheet'.

Please follow the attached instructions when preparing the Treasury Deposit Receipt, SAForm B-13, revised 7/1/85, for payroll clearance fund deposits.

If there are any questions, your staff should contact the Central Payroll Pre-Audit Clerk assigned to audit your departmental payroll.

Hode Brunkami

Comptroller

Attachment

INSTRUCTIONS FOR COMPLETING TREASURY DEPOSIT RECEIPT (SAFORM B-13)

JULY 1, 1985 (REVISED)

Item No.*	<u>Title</u>	Instructions
1	Fund	Enter 'TRUST'.
2	Detail Fund or Appropriation	Enter 'PAYROLL CLEARANCE FUND'.
3	Date	Enter the date of receipt.
4	Suffix (SFX)	Enter "01".
5	Transaction Code (TC)	Enter "122".
6	Fund (F)	Enter 'T'.
7	Fiscal Year (YR)	Enter the current fiscal year code (2 digits).
8	Appropriation Account (APP)	Enter "915".
9	Department (D)	Enter 'M',
10	Source or Object	Enter ''9200''.
11	Cost Center	Enter "050".
12	Amount	Enter the amount of the deposit.
13	Remarks	Enter the following information:
		"SALARY O/P REIMBURSEMENT:
		Name: SSNo.: PR-Dst:
		Name of Bank: Check No.: Check Date: Check Amount:
		(Preparer's Initials)"
		Enter the total amount being deposited.
14	Total Deposit	
15	Kinds of Deposit	Enter the amount of each type of funds to be deposited as specified on the treasury deposit receipt.
16	Total deposit	Enter the total of the various kinds of funds deposited. This should equal the total deposit, Item 14.
17	Department	Enter the following information:
		"FOR DAGS CENTRAL PAYROLL BY: (Name of Department)"
18	Signature of Authorized Person	The person authorized to prepare deposits within the department must sign the form.

^{*} Refer to Attachments

STATE OF HAWAII

TREASURY DEPOSIT RECEIPT

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Name:

Ikedamoto, Beverly F S

SS No.: 109-32-7834

PR-Dst: EG4-001

Name of Bank: First Federal S&L Check No.: 0453

Check Date:

062985

Check Amount: \$18.96

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